

3478 Mundy Avenue
Swartz Creek, MI 48473
810.655.3893



Received: _____

Case No. _____

APPLICATION FOR SITE PLAN or SPECIAL LAND USE REVIEW

Location of Property _____

Parcel No. _____

Type of Development _____

Meeting Date _____

Property Owner Information

Name _____

Address _____

City _____ State _____ Zip _____

Applicant Information

Name _____

Contact Person _____

Address _____

City _____ State _____ Zip _____

Phone No. _____ Fax No. _____

If the applicant is any person or entity other than the property owner, documentation of the owner's consent must be submitted at the time of application.

***THE APPLICANT IS RESPONSIBLE FOR ALL FEES AND EXPENSES INCURRED ON BEHALF OF THIS APPLICATION.**

All above statements are true to the best of my knowledge and permission is hereby granted to give authority to any representative of the township to go on or about the property.

Signature of Applicant: _____ Date _____

***PLEASE SEE ATTACHED FEE INFORMATION AND MEETING/DEADLINE SCHEDULE**

**ALL PROCEEDINGS ARE SUBJECT TO THE PLANNING COMMISSION PROCEDURAL RULES.
Incomplete applications will NOT be accepted.**

APPLICATION FEES

Escrow Deposit	\$1,000.00 (required with any submittal)
Site Plan Review Fee	\$400.00 per parcel
Special Land Use Review Fee	\$400.00 per parcel
Special Meeting	\$800.00 per request

Payments of \$500.00 will be required when the balance falls below \$500.00.
(Resolution No. 04-20 Approved: 10-25-04 and Resolution 05-10 Approved: 05-23-05)

ALL expenses and costs incurred by the township will be billed to the escrow account at 112%. (Resolution No. 04-17 Approved: 10-11-04)

SUBMITTAL DOCUMENTS

Fifteen (15) sets of site plans and supporting documentation must be provided at time of application. All submittals shall also be accompanied by a copy in digital format. **Failure to submit ALL required documentation will be deemed as an incomplete application and the request will not be placed on the agenda until the proper documents are received.**

MEETING / DEADLINE SCHEDULE

APPLICATIONS & FEES ARE DUE BY 4:00 pm

Meeting dates:

January 27
February 24
March 24
April 28
May 26
July 28
August 25
September 22
October 27
November 24
January 26, 2016

Deadline dates:

December 29, 2014
January 28
February 25
March 25
April 29
June 24
July 29
August 26
September 23
October 28
December 28